



# Community Corrections Supervisor

## COMMUNITY CORRECTIONS DIVISION

**PLEASE NOTE:** *This recruitment is open to current DOC employees only.*

**SALARY:** \$56,904 to \$71,136 annually – WMS Band 2

**Working Time:** Full-time

**LOCATION:** Dual work site – Tacoma CJC and Lakewood, WA

**OPENS:** April 28, 2010

**CLOSES:** May 5, 2010

### Agency Profile

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The mission of DOC is to improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion. For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

### Enjoy the Benefits of Working for Washington State

We offer a total work/life package of pay, benefits, flexibility, and workplace opportunities to help you get the most out of your career and out of life.

#### Total Compensation

Your paycheck is just part of your total compensation package. Employees also have access to an outstanding employee benefits package worth about 30 percent of your salary.

#### Insurance

As a state employee, you and your family could choose to be covered by one of the state's medical, dental, and vision insurance plans. Our low employee premiums make high-quality insurance plans affordable. Basic life and long-term disability insurance plans are also provided by the state.

### Position Objective

The DOC Community Corrections Division has an exciting opportunity for a talented leader to manage the Pierce County Sex Offender Supervision North and South Units as well as the Pre-Sentence Investigation Unit.

This individual is an integral part of the Community Corrections management team and will be relied upon to exercise sound judgment in alignment with DOC policy in all decisions concerning the supervision of staff and the supervision of the offenders on their caseloads.

### Key Responsibilities

- Supervising a staff of 19 Community Corrections Officers; the incumbent will plan, lead, organize, set priorities and assign duties to meet workload requirements.
- Ensuring DOC policy and Community Corrections directives and procedures are met and offender services are delivered and brokered.
- Conducting case reviews, investigations, and reports.
- Playing an instrumental role in leading staff within the unit. Completing the assessment of staff performance, PDPs, and audits. Assuring new staff receives required training, plus periodic assessments of training needs. Initiating corrective or disciplinary action as needed.
- Creates a work environment that maintains the highest ethical standards, emphasizes working knowledge of DOC's mission, goals, values and strategic plan and the proper use and scope of influence and authority.
- Represent DOC in all communications to offenders, staff, partners, and the public. Build on the relationships with local community agencies and DOC partners in the criminal justice system.
- Educate stakeholders in re-entry initiatives; building relationships with the local communities and ensuring offender accountability through research based programs targeted to offender risks, deficits, and re-entry success. The incumbent will measure and analyze performance and results in collaboration with other criminal justice and state agencies to improve public safety.
- Respond to media inquiries regarding high risk offenders and/or incidents in the community prompted by an offender in the community.

### Desired Qualifications

- Bachelor's Degree from an accredited college or university whose accreditation is recognized by the US Department of Education and the council for Higher Education Accreditation (CHEA).
- Five or more years experience in Community Corrections, three or more of those years in a supervisory role.
- Experience conducting case reviews, investigations and reports.
- Experience working with other governmental and/or social service entities in the development or implementation of a program, project or joint venture.

### Retirement

We offer an excellent retirement plan, which includes employer contributions. In addition, employees may participate in a Deferred Compensation program for tax-deferred retirement investment.

### Vacation and Leave

Leave benefits include 12-22 days of vacation per year; 11 paid holidays; 12 days of paid sick leave per year; newborn, adoptive, and emergency child care leave; bereavement leave; leave without pay for maternity and education; paid leave for jury or other civil duties; and leave for military service.

## CONTACT INFO

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**Phone:**

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*The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application process, or those needing this announcement in an alternative format should call (360) 664-6266 or TDD (360) 664-6211.*

## The Ideal Candidate Will Have:

- Demonstrated ability to build collaboration among a network of community and public service based programs dedicated to the sex offender population.
- Experience working with the Sex Offender Registration law and policy.
- Working understanding and experience with the Global Positioning System and how it pertains and applies to the sex offender population.
- Proven success in the management and supervision of large teams or workgroups consisting of 15 or more professional staff.
- Established themselves as a role model in their conduct by demonstrating the DOC's qualifications for managers.
- Experience developing, revising and/or making recommendations on policy.
- Expertise in the utilization of the OMNI database to compile, track and audit CCO caseloads to effectively monitor and manage staff workloads.

## How to Apply

To be considered for this position:

1. Email a letter of interest detailing how your skills, abilities and experience make you a good fit for this role addressing each of the desired and ideal qualifications as listed above.
2. Attach your resume to the same email including your preferred contact number.
3. Send the two documents to: Jennifer Elksnitis at [jennifer.elksnitis@doc.wa.gov](mailto:jennifer.elksnitis@doc.wa.gov)

Review of applications will begin immediately.